



STATE OF ARKANSAS
**Department of Finance
and Administration**

OFFICE OF INTERGOVERNMENTAL SERVICES

1515 West Seventh Street, Suite 400
Post Office Box 8031
Little Rock, Arkansas 72203-8031
Phone: (501) 682-1074
Fax: (501) 682-5206
<http://www.state.ar.us/dfa>

The Office of Intergovernmental Services (IGS) of the Arkansas Department of Finance and Administration (DFA) is pleased to announce that it is seeking applications from on-campus School Resource Officers for an alcohol awareness program which consists of informative DVDs, brochures, and an interactive game. The following is a list of items in the alcohol awareness program:

- “Sudden Impact: After the Crash” DVD
- “Alcohol Exposed” DVD
- CD with Fatal Vision Instructor’s Guide and Handouts
- “Sudden Impact: After the Crash” Teacher’s Guide
- Human Relations Media Teacher’s Guide with printable handouts
- 2 Fatal Vision Goggles
- Distract-A-Match Board Game
- 200 Task Result Stickers
- 100 “Reducing Underage Drinking: Tips for Youth Advocacy” Brochures
- 100 “Reducing Underage Drinking: What Every Parent Can Do” Brochures
- Drawstring Tote Bag to carry the above items

The alcohol awareness program is funded by the Enforcing the Underage Drinking Laws (EUDL) Block Grants Program from the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP).

The alcohol awareness program consists of educational materials only. The program is intended to enhance the efforts of underage drinking prevention through educating youth about the dangers of consuming alcohol. Monetary awards are not available with this program.

Eligibility

Applications are limited to public or private schools that have resource officers on campus. The resource officers may apply for the program with the approval of the school’s administrator or principal. However, the school’s administrator or principal, as the highest ranking official in the school, must sign the application in blue ink to accept the educational grant award.

Reporting Requirements

Applicants who receive the alcohol awareness program are required to submit quarterly progress reports on activities based on the performance measures listed in Item 3 of this application packet. Report due dates and report forms will be provided at the technical assistance training that will be scheduled after applicants are approved to receive funding. This is a mandatory training session that is a condition of receiving the grant.

Application Availability

The Application packet is available on the website of the Arkansas Department of Administration, Office of Intergovernmental Services at the following link: www.arkansas.gov/dfa/igs/igs_eudl.html.

Application Deadline

The deadline to apply for the EUDL Program Only Mini-Grant is 4:30 P.M. Friday, February 27, 2009. Submit one paper application signed in blue ink by the highest ranking official, administrator or school principal. Submit one electronic version of the application packet with all other documentation. All required documentation is located on the website - www.arkansas.gov/dfa/igs/igs_eudl.html. The electronic version does not take the place of the paper version that is due by 4:30 P.M. Friday, February 27, 2009.

Send one (1) electronic version to use as a file copy to:

Doris Smith
Doris.Smith@dfa.state.ar.us

Mail the paper application with signatures in blue ink to:

Doris Smith
Department of Finance and Administration
Office of Intergovernmental Services
P.O. Box 8031
1515 West 7th Street, 4th Floor
Little Rock, AR 72201

Contact Information

For assistance with the requirements of this solicitation, contact Doris Smith by email only at: Doris.Smith@dfa.state.ar.us.



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
*ENFORCING UNDERAGE DRINKING LAWS***

MINI-GRANT APPLICATION GUIDE

A. OVERVIEW

The U.S. Department of Justice, Office of Justice Program, Office of Juvenile Justice and Delinquency Prevention, provides funding to each state and the District of Columbia, to assist the state in preventing the sale and use of alcohol by underage youth (individuals under the age of 21 years old). The program is the Enforcing the Underage Drinking Laws (EUDL) Program. In the State of Arkansas the Office of Intergovernmental Services of the Department of Finance and Administration is the designated agency to oversee the funding of this program to ensure that it meets the criteria of the EUDL Block Grant.

The Office of Intergovernmental Services is seeking school resource officers to apply for the Alcohol Awareness Grant Program which consists of educational materials only. The grant will be used to carry out educational programs to prevent the sale, distribution, and consumption of alcoholic beverages by minors. These innovative programs use the pre-packaged Educational DVD Program, "Sudden Impact: After the Crash" and the "Distract-A-Match" Game. The educational program is portable and may be moved from one location to another to provide information and allow interaction throughout the community as well as in the schools. Monetary awards are not available with this grant.

B. ELIGIBILITY

Applications are limited to public or private school resource officers with the approval of the school's administrator or principal. The target school must be recognized by the State of Arkansas and the Arkansas Department of Education.

1. Applicants must be in good standing with federal and state governments.
2. Applicants must complete and submit all documents required under the application guidelines and by the deadline to be considered for the grant.

C. APPLICATION DEADLINE

1. The deadline to apply for the grant is 4:30 P.M. Friday, February 27, 2009.
2. Applicants are required to submit one electronic copy and one paper copy of their application signed in blue ink.
3. The electronic copy will not substitute for the original copy signed in blue ink.
4. Paper documents must be signed in blue ink and submitted to the Office of Intergovernmental Services by 4:30 P.M. on Friday, February 27, 2009.
5. Late applications and or incomplete applications will not be accepted.

6. Exceptions or extensions will not be granted.

D. CONTACT INFORMATION

1. Send one (1) electronic version to use as a file copy to:

Doris Smith
Doris.Smith@dfa.state.ar.us

2. Mail the original paper copy with signatures in blue ink to:

Doris Smith
Department of Finance and Administration
Office of Intergovernmental Services
P.O. Box 8031
1515 West 7th Street, 4th Floor
Little Rock, AR 72201

E. PROGRAM-SPECIFIC INFORMATION

1. PURPOSES OF THE EUDL BLOCK GRANT

The three main purpose areas of the EUDL Program are:

- a. Support youth/statewide task forces.
- b. Support public advertising campaigns
- c. Support innovative and collaborative programs to prevent and combat underage drinking

2. GOALS AND OBJECTIVES OF THE ALCOHOL AWARENESS EDUCATIONAL PROGRAM

The goals of the alcohol awareness educational program are to provide school resource officers tools to:

- a. Establish and provide support to youth task forces on preventing underage drinking.
- b. Develop and provide educational materials that can be advertised to youth aimed at preventing alcohol usage.
- c. Educate minors, parents and the community about the effects of underage drinking.

3. PERFORMANCE MEASURES TO BE REPORTED QUARTERLY

Performance measures for the alcohol awareness program which is provided by the EUDL grant must provide the following information:

- a. The number of sessions held within each quarter
- b. The number of youth involved in each session.
- c. The names of other agencies attending or involved in each session.

F. Grant Award Period

1. The Alcohol Awareness Program Award period will be **April 2009 to April 2011(two (2) years)**.
2. Each School Resource Officer awarded the Alcohol Awareness Program must attend Technical Assistance Training on **April 10, 2009 from 11:00 A.M. to 1:00 P.M.** in order to receive the Alcohol Awareness Program
3. Quarterly reports are due by the first business day of the month that follows the quarter:
Dates will be provided at the Technical Assistance Training

Alcohol Awareness Educational Program CHECKLIST

- **Standard Form (SF) 424**
- **Application – complete and signed in blue ink**
- **Certification of Assurances – complete and signed in blue ink**
- **Performance Measures that must be reported quarterly**

HOW TO APPLY FOR THE ALCOHOL AWARENESS EDUCATIONAL PROGRAM

School Resource Officers assigned to school campuses by local Law Enforcement Agencies at the request of a school administrator or principal or appointed by school officials interested in applying for one of the EUDL Mini-Grants must return the following forms/information to the DFA/IGS Office in electronic version and paper copy:

Standard Form 424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form with instructions provided.

Proposal Description

Provide a description of how the school resource officer will use the program.

Planned Activities and Services: List anticipated dates the program will be used within the grant period of April 2009 and April 2011.

Certification of Assurances: The enclosed form must be signed in blue ink.



**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF INTERGOVERNMENTAL SERVICES
ENFORCING UNDERAGE DRINKING LAWS**

MINI-GRANT APPLICATION

<i>Organization Name:</i>			Organization Type:		State Vendor #, if any:	
			Law Enforcement/School			
Organization <i>Mailing</i> Address		City, ZIP and County	Agency Tax ID #		Agency FIN #	
<i>Physical</i> Address if different		Agency phone #:	Agency Fax #:			
Agency Head:		Head Title:	Agency Head Phone		Agency Head Email	
Program Coordinator:		Title	Alternate Contact Name		Alternate Title	
Coordinator Phone #		Coordinator E-Mail	Project Period			
			From:	April 13, 2009	To:	May 14, 2010
Enter Type of Program: <i>Enforcement, Educational/Prevention or Both</i>						

Highest Ranking Agency Representative:

Printed Name

Signature

Date _____

Program Coordinator Printed Name

Signature

Date _____

Each agency must be registered with the Internal Revenue Service (IRS), possess a Federal Identification Number (FIN)...

SUBMISSION REQUIREMENTS:

The proposal ***must be*** submitted via email or CD along with one (1) paper application with required documentation and required signatures in blue ink. Send paper application packet to:

Doris Smith

Grants Administration Supervisor

Department of Finance and Administration

Office of Intergovernmental Services

P.O. Box 8031

1515 West 7th Street, 4th Floor

Little Rock, AR 72201

Send Electronic version to: Doris.Smith@dfa.state.ar.us

COSTS OF PREPARING THE PROPOSAL - *The costs of preparing the proposal are solely the responsibility of the applicant.*

CERTIFICATION OF ASSURANCES

These Assurances are part of the EUDL Law Enforcement Mini-grant application. An official who is a duly authorized representative of the Applicant must certify by his/her signature (in blue) that the organization will comply with the provisions of the applicable laws, regulations and policies related to the project. By signing in the designated area below, the applicant agrees to abide by the stipulations contained in this application (reporting & documentation requirements), if an award is granted. Further, by virtue of these signatures, the applicant assures that this applications was presented to and received approval by the applicant organization authorized agent and that, to the best of his/her knowledge, the statements contained herein are true and correct.

Legal Organization Name		Highest Authorized Representative and Title	
Address		City, State, ZIP	
Telephone #:	Alternate Phone #	Fax #	E-Mail Address
Signature (Agency Head)	Title	Printed Name	
Signature (Alternate)	Title	Printed Name	
Signature	Title	Printed Name	
Signature (Program Coordinator)	Title	Printed Name	
Signature (Alternate for Program Coordinator)	Title	Printed Name	

Standard Form 424

The Standard Form 424 is attached and also in the Standard Form 424 document.

Applicants must complete the Application for Federal Assistance (SF-424). Instructions are provided.

Proposal Description

Provide a description of how the school resource officer will use the educational program.

Planned Activities and Services: List anticipated dates within the grant period of April 2009 to April 2011, that you plan to use the Alcohol Awareness Program.
